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8 May 1952

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MEMORANDUM FOR: CHIEF, SUPPORT STAFF

25 YEAR RE-REVIEW

SUBJECT : Weekly Activity Report

1. ITEMS OF ADMINISTRATIVE INTEREST

a. The [ ] has approved 15 positions for [ ]

b. Orders for the transfer of [ ] instructors have been revised to delay their reporting date from 1 May 1952 to not later than 22 May 1952.

c. A plan for subsidized mess at [ ] was drawn up and submitted to DD/A for approval.

d. The entire Budget is being analyzed for purpose of returning unobligated funds for Fiscal Year 1952. Conference was held with Procurement on contract for portable training equipment and arrangements were made to obligate funds for his purpose.

e. The OTR Imprest Stamp Fund has been approved and stamps have been received in the amount of \$37.00.

f. All Offices [ ] to be used for the Clerical Training Course, have been equiped.

[ ]  
Admin. Officer, OTR

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